

**Michael J. Dunleavy**  
Governor




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**STATE OF ALASKA**  
**OFFICE OF THE GOVERNOR**

**MEMORANDUM**

TO: All Commissioners

FROM: Tuckerman Babcock   
Chief of Staff

DATE: February 27, 2019

SUBJECT: Exempt and Partially-Exempt Hiring Process

This memo provides clarification on filling exempt and partially-exempt positions. All hiring requests will be considered for approval by the Office of the Governor [AS 39.25.020(a)(2)] through the Boards and Commissions Office. An official job offer may not be made until approval has been received.

To submit a name for the Governor's Office to review, please send the attached electronic memo and resume to [gina.ritacco@alaska.gov](mailto:gina.ritacco@alaska.gov) with the email subject title as Hiring Request and the name of the applicant.

In some cases, the Boards and Commissions Office may have further questions or request additional information.

Once a decision has been reached, the director of Boards and Commissions will complete the review process for the Governor's Office and inform you of the decision.

**MEMORANDUM**

TO: Gina Ritacco  
Boards and Commissions Director  
Office of the Governor

FROM: COMMISSIONER/DEPARTMENT

DATE: February 25, 2019

SUBJECT: Hiring Request for NAME

I am requesting approval to appoint NAME as POSITION for the DEPARTMENT/DIVISION.

Requested Start Date:

Division and Location:

Base Salary:

Total Cost:

Funding Source:

Explanation if needed:

HR Approval: \_\_\_\_\_

Date: \_\_\_\_\_

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FOR OOG/OMB USE ONLY

Office of Management and Budget Review:

☐ Approved   ☐ Denied – Explanation \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Governor's Office Approval:

☐ Approved   ☐ Denied

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Attachments: Resume